

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



LATERAL REASSIGNMENT OPPORTUNITY

For
TECHNICAL/CLERICAL SUPPORT

SALARY RANGE: \$29,191.57 - \$48,398.13
(Ranges 08-12)

HOURS OF WORK: 8:00 AM – 3:30 PM

POSTING PERIOD FROM: February 10, 2015

TO: February 23, 2015

OPEN TO: ☐ Unit Scope: _____ ☐ Division Wide
☒ Department Wide (open to Treasury employees)
☐ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Division of Revenue and Enterprise Services
Data Conversion & Control
200 Woolverton St., 4th Fl., Bldg. 20
Trenton, NJ 08625

JOB DESCRIPTION:

Under direction of the Assistant Chief, performs technical/clerical support functions commensurate with current title involving the performance of tasks which include: using a numbering machine to place a Document Locator Number on each submission; batching those submissions as per batching instructions; creating header cards; recording batches in either a software program or a physical manual. The ability to keep accurate records, as well as an aptitude for math and reading is preferred.

REQUIREMENTS:

Open to full-time employees who have completed a working test period in a title between the salary ranges listed below:

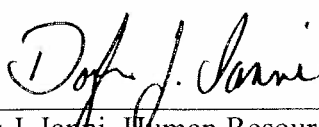
Ranges 8 to 12

If you qualify and are interested, send your resume and cover letter (include current job title) within the posting period to:

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: *Technical/Clerical Support*)

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer